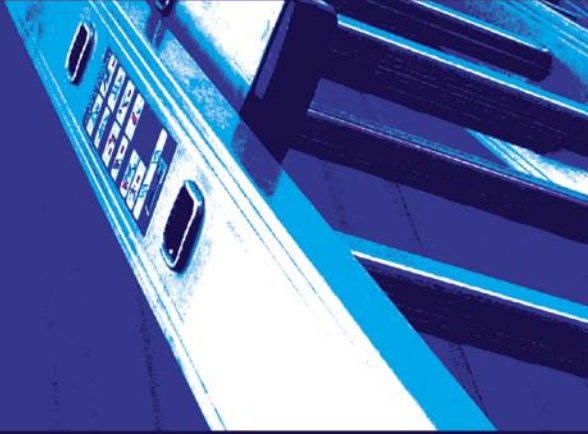


ladder book



If it's right to use a ladder, use the right ladder and get trained to use it safely
 Be ladder competent...get a LadderCard



sponsored by:



www.hss.com/training



Foreword



**Health & Safety
Executive**

Working at height affects every industry. Whilst there is an overall downward trend in falls from height, this continues to be the biggest cause of fatality at work and many falls result in long term injury. These shattering injuries can be avoided by sensible and proportionate management of the risks.

This booklet contains some good advice on how to use a ladder safely and the important part training has in ensuring that people carry out tasks with ladders sensibly and appropriately.

Alison Wellens

*Head of Slips, Trips and Falls Team
www.hse.gov.uk/falls*



Sponsor's statement



Mark Winfield

HSS Training is a proud member of the Ladder Association and welcomes the opportunity to sponsor this year's LadderBook. HSS

Training recognises the uniqueness of the LadderBook in the industry and supports its efforts in promoting the safest means of using ladders in the workplace.

HSS Training specialises in delivering a wide range of working at height training focused on the safe construction and/or use of mobile towers, powered access and ladders.

Mark Winfield, Director HSS Training

Tel: 08457 66 77 99 • Fax: 0161 877 9074

Email: training@hss.com

Web: www.hss.com/training

Equipping users with knowledge and training

The Ladder Association is the only trade body dedicated to providing ladder users with the information and skills they need to use ladders and stepladders safely and productively.

Working in collaboration with manufacturers, policy makers and key influencers, including the Health & Safety Executive (HSE), it uses the collective experience and expertise of its many members to fulfil a number of distinct roles:

As a knowledge base and resource centre

The association's safety-related publications, products and website cover all aspects of ladders and stepladders.

As a provider of formal training and skills

Ladder Association courses deliver confidence and competence as required by the Work at Height Regulations.

As an international contributor to standards

Specialist committees contribute to the setting of both national and European standards.

As a catalyst for research, innovation and best practice

As a founder member of the Access Industry Forum (AIF), the association is committed to advancing safety and best practice.



As a champion of ladders and stepladders

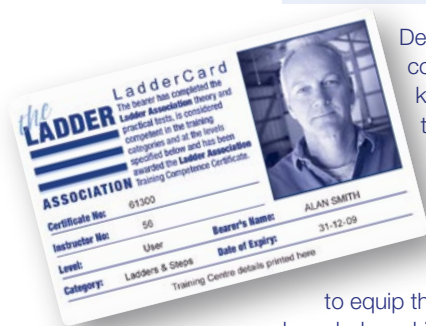
The association promotes and champions the ladder as an invaluable piece of workplace equipment at seminars, conferences and exhibitions.

The message from the association is unequivocal: If it's right to use a ladder, use the right ladder and get trained to use it safely. Despite the many myths, the HSE has not banned ladders and for straightforward, short duration work, ladders and stepladders remain an excellent option.

Be ladder competent... get a LadderCard



The Regulations demand sensible risk management, the proper planning and organising of work, making sure that the people working at height are competent and that the right equipment is used and selected.



Demonstration of competence is key, which is why the association operates a national training scheme for users, supervisors and managers wanting

to equip themselves with the knowledge, skills and confidence necessary to use ladders safely and productively.

Completion of a Ladder Association training course provides the proof of competence demanded by the Work at Height Regulations. Courses are delivered only by association approved training centres.

The Ladder Association training course ensures that delegates have an understanding of the legislation and regulations affecting work at height, product standards and classifications

for ladders and stepladders, and hazards affecting the use of ladders and stepladders.

With the introduction of the Health and Safety (Offences) Act 2008 in January 2009, and the widely publicised court case in which a school caretaker successfully sued his local authority employer for lack of formal ladder training, the imperative for professional training has never been greater.

"We need to support other bodies who are able to raise standards in the area of competence"

Geoffrey Podger,
Chief Executive, Health & Safety Executive

If it's right to use a ladder, use the right ladder and get trained to use it safely

Be ladder competent... get a LadderCard

Competency under the Work at Height Regulations means:

- Selecting the right equipment based on risk assessment
- Making sure the work is properly planned and organised
- Using the right type and classification of ladder
- Ensuring it's properly maintained and in good condition
- Setting up a ladder correctly and using it safely

TURN TO THE LADDER PROFESSIONALS
Take the Ladder Association training course

For your local Approved Training Centre click on
www.ladderassociation.org.uk

Promoting competence in collaboration with the HSE

the LADDER ASSOCIATION
People who really know and understand ladders

For copies of this poster, visit the online shop at www.ladderassociation.org.uk

Take the Ladder Association training course



The Ladder Association training course enables delegates to:

- **Identify hazards and minimise risk using the STEP methodology**
- **Assess and determine when it is appropriate to use ladders and stepladders**
- **Correctly position and safely use ladders and stepladders**
- **Carry out the basic inspection and maintenance of ladders and stepladders**

Upon successful completion, every delegate receives a certificate of competence and LadderCard as objective proof of competence. All Ladder Association training centres are audited to ensure their continuing compliance with the high standards involved.

STEP Methodology

Site

When positioning a ladder, is the ground/resting surface suitably dry, flat, firm, strong and secure? If not, you must adapt the surface or take other measures to prevent the ladder becoming unstable.

Task

You should not undertake a task using a ladder or stepladder which will require you to work continuously for more than 30 minutes at a time.

Equipment

Ladders are classified according to general conditions and possible frequency of use.

People

The Work at Height Regulations state that “Every employer shall ensure that no person engages in any activity including organisation, planning and supervision in relation to work at height or work equipment for use in such work until he or she is competent to do so, or if being trained, is supervised by a competent person.”

The course addresses all these issues and many more besides.

“Completing the Ladder Association training course helped me to do my job better and safer”

Course delegate



Training Competence Certificate

.....
has attended the Ladder Association training course on

Category..... Level.....

Having successfully passed both written & practical examination the above person is awarded the

Ladder Association Training Competence Certificate

.....
Issuing Company

.....
Registered Instructor on behalf of the Ladder Association

.....
Date Issued (Valid for 5 Years)

.....
Certificate Number

Ladder Association, PO Box 183, Leeds
www.ladderassociation.co.uk



"I thought I knew everything there was to know about ladders... the course proved me wrong"

Course delegate



10 things you need to know about ladders



1. Ladders are not banned.

Choose the right equipment for work at height based on risk assessment. If it's right to use a ladder, use the right ladder and get trained to use it safely.

2. Use the right ladder.

Ladders are classified as BS2037/BS1129 Class 3 for domestic use and should NEVER be used in any workplace. EN131 is for trade and light industrial use and BS2037/BS1129 Class 1 for heavy duty and industrial use.

3. Use them safely.

Make sure you have a ladder tall enough to do the job. Position it correctly at the right angle and tie it in whenever possible. Do not overreach – your belt buckle should always be inside the sides of the ladder. Be especially careful when carrying out tasks that can apply unbalancing loads, such as drilling.

4. What's the acid test for ladders?

Low risk and short duration.

5. How do you define short duration?

Single tasks that take longer than 30 minutes in one position are not suitable for ladders. You can undertake a series of tasks that take longer, but each individual task should not last more than 30 minutes.

6. And if it's longer than 30 minutes for a single task?

Consider if another type of work equipment would be more appropriate.

7. Take the right measures.

Eliminate or minimise the risks before proceeding - use the Ladder Association risk assessment cards.

8. Plan ahead.

Make sure the work is correctly organised and planned. Remember, you also need to plan for the possibility of things not going right.

9. Make sure you're competent.

A competent person is defined as someone who by virtue of qualification, experience and training is able to perform a specific activity in a safe manner.

10. Training is key.

Demonstration of competence is a key requirement of the current legislation and successful completion of the Ladder Association training course provides proof of competence.

Inspection is imperative



Inspection is such a crucial component of ladder safety, the Ladder Association has launched a new ladder inspection training course. Maintaining ladders and stepladders in good working order requires pre-use checks by the user, detailed inspections and routine maintenance

Pre-Use Checks

The aim of a pre-use check is to quickly establish whether a ladder is safe to use there and then. The user must carry out a pre-use check prior to setting up the ladder (this may only need to be done once a day for frequently used ladders). It is a visual and functional check intended to enable the user to identify obvious defects likely to prevent its safe and proper use. This might include, for example, stiles that are warped, cracked, bent, rotten or of different lengths. Or rungs that are missing, worn, loose or damaged.

Other points to look for include paint or dirt on the ladder which may hide defects, rivets or screws that are missing and welds that are cracked or corroded.

Detailed Inspections

Detailed inspections of work equipment, as required by the regulations, are more in-depth than pre-use checks and need to be carried out by competent

persons. The aim is to establish whether the ladder is safe for continued use, or that maintenance and remedial work is necessary. In-depth visual and functional inspections need to be carried out at set intervals and formally recorded.

Maintenance

Ladders must be maintained in accordance with the manufacturers' guidelines. The need to keep ladder anti-slip feet clean is of paramount importance so that the coefficient of friction is maintained between the foot of the ladder and the ground. The ladder also needs to be kept clean so that defects are not hidden from view. Wooden ladders should not be painted as this too can hide defects.

All these points, and others, are covered in the Ladder Association's new course. Visit www.ladderassociation.org.uk for more details.

Join the Ladder Association



The Ladder Association is the natural focus and authority for ladders and stepladders in the UK. It is a modern, progressive organisation committed to promoting excellence and best practice across all industry sectors.

Harnessing the knowledge and expertise of its member companies, the Ladder Association supports technical excellence, safety and best practice in the interests of its members and ladder and stepladder users everywhere.

Membership of the Ladder Association is open to any organisation dedicated to the proper, legal and safe use of ladders in the workplace – not just in construction, but in facilities management, cleaning and maintenance and any other sector where it is right to use a ladder.

Risk assessment and safe practice are critical, and it is in these areas especially that the Ladder Association offers training and advice.

Benefits of membership

- **The status and recognition of belonging to a premier trade association**
- **Confirmation of your commitment to high standards**
- **Use of the Ladder Association logo and namestyle**
- **Access to knowledge, resources and support**
- **Information on technical advances and changes to legislation**



- **The chance to become a Ladder Association training centre**
- **Discounts on products and services**
- **Networking and the exchange of information and experiences**

Companies that join the Ladder Association are not alone. They enjoy the comfort and reassurance of belonging to a nationwide network of like-minded people and companies all actively involved in the light access industry.

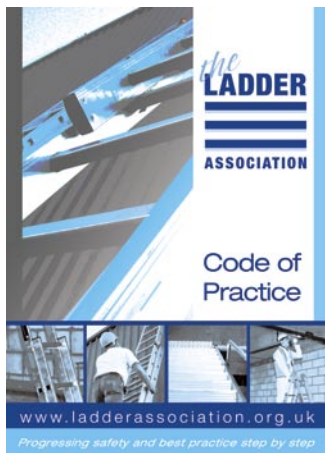
Upon joining

- **Your company's details are added to the association's website**
- **You receive a Ladder Association membership certificate and poster**
- **You also get a 'Leaning Ladder & Stepladder Users' Guide'**
- **Your membership is advised to your local and trade press**
- **You have the opportunity to serve on association committees**

Membership categories include manufacturer, supplier, training organisation and associate.

For more details and to apply, please telephone 0845 260 1048 or visit www.ladderassociation.org.uk

A resource for knowledge, information and facts



The Ladder Association provides knowledge and skills at every level, irrespective of background or experience, and offers a range of products and services designed to improve safety and promote best practice.

Code of Practice

The bible of the industry, the Code of Practice is an indispensable 40-page guide to employer and user responsibilities, the Work at Height Regulations, risk avoidance, planning ahead, ladder inspection and maintenance.

Ladder Association Website

www.ladderassociation.org.uk

Ladders are now just a click away! The association's website provides ladder news, views, interviews and information – and membership of the Ladder Association – all in one place. In particular, it provides:

- Ladder news and updates
- Details of HSE initiatives
- Training scheme information
- Interviews with key industry figures
- Answers to frequently asked questions [FAQ's]
- Forthcoming events
- A 'how to join' and shop facility

If it's about ladders, then it's at www.ladderassociation.org.uk



Risk Assessment Card

Providing risk assessment guidelines for the use of ladders and stepladders 'post selection', the card addresses the most common hazards including over-reaching, sideways loading and losing balance. Ideal for anyone engaged in cleaning, maintenance, painting, decorating, ceiling and electrical work, plumbing, etc.



Record of Inspection

Simple and easy to use, the record of inspection provides a visual record of the inspection status of a ladder or stepladder in line with the requirements of the Work at Height Regulations.

All these safety-related products are available via the online shop at www.ladderassociation.org.uk

“Ladders are not banned in the workplace”



Geoffrey Podger

An Interview with Geoffrey Podger, Chief Executive of the Health & Safety Executive

Ladder Association: Despite the HSE’s campaign to inform industry that ladders are not banned, is it surprised by the misconceptions still surrounding the use of leaning ladders and stepladders?

Geoffrey Podger: Let me be clear, ladders are not banned, and HSE has been saying this since 2005:

- Despite that, HSE’s Infoline still gets regular calls asking whether ladders are banned, so the rumour clearly won’t go away;
- And we must remember that ladders are involved in more than 30 per cent of all fatal and major falls injuries in the workplace;
- There will be circumstances when a risk assessment concludes that a ladder is not the right sort of access equipment for a particular job. But this is not the same as saying ladders are banned.

HSE will continue to make this point publicly but we also welcome the industry’s initiative in establishing the Ladder Association with its emphasis on safe and responsible ladder use.

The association has the opportunity to redefine the terms of the debate about safe ladder use, which we support.

Ladder Association: How valuable is the work of the Ladder Association in promoting best practice through its nationally accredited training scheme and User Guide?

Geoffrey Podger: HSE’s Falls Programme has worked closely

with the Ladder Association on each of its main campaigns and has valued that support. The Shattered Lives campaign is a good example.

We welcome the association’s training scheme and User Guide as practical contributions to the Work at Height Regulations. They consolidate our common agenda of ensuring the right equipment is used in the right way to make workers safe when working at height. The association is strongly placed to develop further the safe use of ladders approach.

Ladder Association: In a single sentence, what would the HSE say to anyone still unsure as to whether ladders can continue to be used in the workplace?

Geoffrey Podger: Ladders are not banned in the workplace, so if it’s right to use a ladder, use the right ladder and get trained to use it safely.

Useful websites

Ladder Association

www.ladderassociation.org.uk

Access Industry Forum

www.accessindustryforum.org.uk

HSE Falls from Height

www.hse.gov.uk/falls

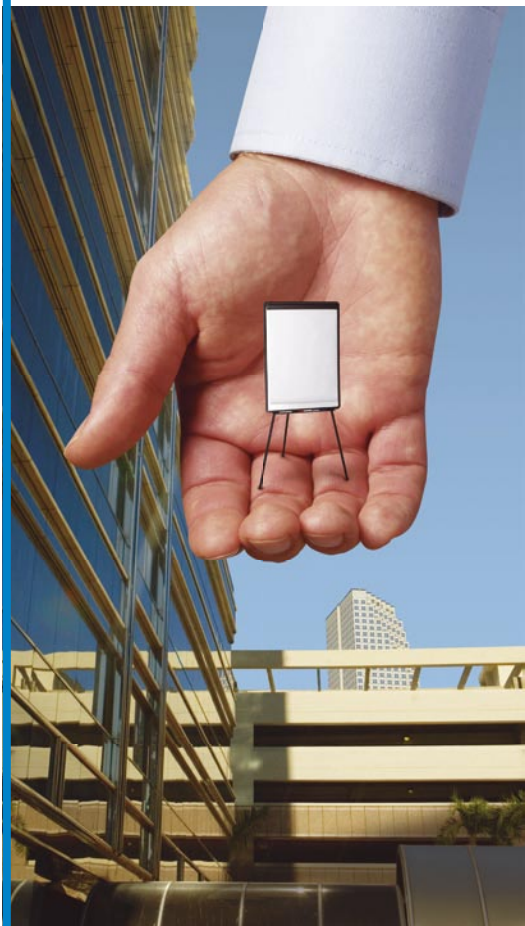
HSE Work at Height Solutions Database

www.hse.gov.uk/falls/solutions.htm

Work at Height Regulations

www.hse.gov.uk/falls/regulations.htm

Big on training for safety and compliance.



HSS Training has all the leading Working at Height training courses you need to keep your people on top of all the regulations, legislation and job skills they need to stay safe, motivated and productive.

For details of our Centres of Excellence, industry-recognised training and bespoke courses - or to order a brochure, simply call or visit us online.



08457 66 77 99 www.hss.com/training



Reach new heights of safety and compliance
with our industry-recognised courses for
access and working at height.

08457 66 77 99 www.hss.com/training



Ladder Association members:

Manufacturer (M) • Supplier (S) • Training Organisation (TO) • Associate Member (A)

3T Training (A)

tel: 07711 813 846
www.3ttraining.com

A Bratt & Sons Ltd (M)(S)

tel: 0115 986 6851
www.brattsladders.com

Abru Ltd (M)(S)(TO)

tel: 01773 525 700
www.abru.co.uk

Access Training Solutions (TO)

tel: 07725 134 284
www.accesstrainingsolutions.com

AFI - Uplift (TO)

tel: 08707 871 511
www.afi-platforms.co.uk

Albion Training Services (TO)

tel: 0121 520 1007

Apple Group Ltd (A)

tel: 0113 257 3222
www.applegroup.uk.com

Ashtead Plant Hire (S)(TO)

tel: 01925 281 000
www.aplant.co.uk

Boss Training Ltd (TO)

tel: 0845 6800 495
www.bosstraining.co.uk

Caspian Access & Plant Hire Ltd (S)

tel: 01482 255 922
www.caphitd.com

Cavity Insulation Guarantee Agency (A)

tel: 01525 853300
www.ciga.co.uk

Chase Manufacturing Ltd (M)(S)(TO)

tel: 01633 281 800
www.chaseladders.co.uk

Clow Group Ltd (M)(S)

tel: 0141 554 6272
www.clowgroup.co.uk

Courtley (Health & Safety) Ltd (TO)

tel: 0870 300 8174
www.courtley.com

Ecosafety Ltd (A)

tel: 01750 725 951
www.ecosafetyltd.com

E T Hire Ltd (S)

tel: 01621 231 4444
www.ethire.com

Eastern Counties Access Solutions Ltd (S)(TO)

tel: 01603 735 130
www.ecaccesssolutions.com

ESS Safeorce (TO)

tel: 01933 443 442
www.ess-safeorce.com

Facelift GB Ltd (TO)

tel: 01444 881 188
www.facelift.co.uk

Finlay Communications Ltd (A)

tel: 02891455136
www.finlaycoms.com

Gamble Training Services (TO)

tel: 07850 463222
www.gamble.f9.co.uk

Generation (UK) Ltd (TO)

tel: 0121 543 2950
www.generationhireandsale.co.uk

Geoffrey Osborne Ltd (TO)

tel: 01243 787 811
www.osborne.co.uk

Globe Ladders Ltd (S)(TO)

tel: 0121 440 6636
www.globeladders.co.uk

GSH Group (TO)

tel: 01782 227 922
www.gshgroup.com

Hi-Point Scaffolding Ltd (TO)

tel: 0114 257 7600
www.hi-pointscaffolding.co.uk

HSS Training (S)(TO)

tel: 08457 66 77 99
www.hss.com/training

Instant Training Ltd (TO)

tel: 01952 815 750
www.instant-training.com

ITS Worldwide (T)

tel: 0141 887 5944
www.itsworldwide.co.uk

J & J Enright Co Ltd (S)

tel: 0151 922 3976
www.enrightladders.co.uk

Kentec Tool Hire (TO)

tel: 01732 357 777
www.kentectraining.co.uk

Kingfisher Access (TO)

tel: 0870 350 3601
www.kingfisheraccess.co.uk

Ladder & Fencing Industries Ltd (M)(S)(TO)

tel: 01531 820 541
www.lfi-ladders.co.uk

Ladderfix Ltd (A)

tel: 01708 541 188
www.ladderfix.co.uk

Lansford Access Ltd (S)

tel: 01452 520 144
www.ladders-999.co.uk

Lyte Industries (Wales) Ltd (M)(S)(TO)

tel: 01639 846 800
www.lyteindustries.co.uk

Midland Ladder Co Ltd (S)

tel: 0121 430 3561
www.midlandladders.net

Omega Access North Ltd (TO)

tel: 01925 819889
www.omegaaccessnorth.com

Operator Training Services Ltd (TO)

tel: 0870 850 3029
www.operatortrainingservices.co.uk

Peter Hird & Sons Ltd (TO)

tel: 01482 227 333
www.peter-hird.co.uk

Rapid Platforms Ltd (TO)

tel: 01279 501 501
www.rapidplatforms.co.uk

Ramsay & Sons (Forfar) Ltd (M)(S)

tel: 01307 462 255
www.ramsayladders.co.uk

Roger Haydock & Co Ltd (S)

tel: 0151 425 2525
www.haydock.co.uk

Safe Access Training (TO)

tel: 0771 983 4490
www.safeaccess.pwp.blueyonder.co.uk

Shiresafety.com (TO)

tel: 01889 882 777
www.shiresafety.com

System Scaffolding Training Services Ltd (TO)

tel: 01293 863 084
www.systemscaffoldingtrainingservices.com

Tass Training Services (A)

tel: 01787 475 258

T B Davies Ltd (S)

tel: 02920 713 000
www.tbdavies.co.uk

Titan Ladder & Case Co Ltd (M)(S)(TO)

tel: 01934 832 161
www.titanladders.co.uk

Total Access (UK) Ltd (TO)

tel: 01785 850 333
www.totalaccess.co.uk

UK Construction Training Ltd (TO)

tel: 02392 601 460
www.uktowertraining.com

Wardworld Ltd (S)

tel: 0870 153 9159
www.ladderstore.com

Webbs Training Services (TO)

tel: 0121 213 5000
www.webbs-site.co.uk

Work at Height Training (TO)

tel: 00 353 (0) 669 152 898
www.workatheight.ie

Yeoman Pressings Ltd (M)

tel: 01902 385 260
www.yeomanpressings.com

Youngman Group Ltd (M)(S)(TO)

tel: 01621 745 900
www.youngmangroup.com

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